



## Department of Administrative Services State of Georgia Job Description

# Process Improvement Auditor

**Job Code:** 31650  
**Pay Grade:** 15  
**Salary Range:** \$34,533 - \$60,487

### Job Description, Responsibilities, Standards, and Qualifications

#### **Job Description:**

Under general supervision, performs procurement technical reviews to analyze spend data, buying trends, and business process flow of purchasing operations for state entities. Evaluates compliance with state of Georgia's purchasing laws and standards. Works with entity procurement officials to implement strategic and progressive plans for procurement process improvement.

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#### **1. Prepares for procurement technical reviews.**

1. Evaluates the size and scope of each procurement technical review in conjunction with compliance audit team.
2. Determines agency procurement officer for communication purposes.
3. Reviews level of delegated purchasing authority.
4. Provides input in developing procurement technical review deadlines and conducts planning activities for assigned projects.
5. Prepares procurement audit files for work paper documentation.

#### **2. Performs procurement technical reviews of records and procedures to assess performance levels and ensure compliance with Official Code of Georgia (OCGA) and Georgia Procurement Manual (GPM) standards and best business practices.**

1. Reviews entity files and state purchasing records to determine compliance history and identify potential issues.
2. Provides notification of the procurement technical review to entity procurement officials and communicates effectively throughout the process.
3. Performs programs appropriate to procurement technical review criteria.
4. Evaluates purchases, contracts, bids, payables, invoices, posting, and other procurement documents and transactions.
5. Uses key metrics to measure performance and adherence to applicable laws and standards.
6. Documents concerns, findings, and acknowledgements in writing for each portion of the technical review, using knowledge of laws, rules and regulations.
7. Submits findings and recommendations for supervisor's approval.
8. Enters information from each stage of the review project (scheduling, deadlines, dates for correspondence, recommendations, documentation, time management,

related expenses, agency data, etc.) into the automated audit system. Ensures system reflects current data.

9. Assigns ratings to procurement technical reviews.
10. Recommends action plans to resolve any issues found and areas for improvement.

**3. Prepares preliminary and final summary reports.**

1. Submits preliminary summary report listing findings, risk levels, concerns, acknowledgements, and plans for improvement or follow-up to entity procurement officials for review and response.
2. Compiles entities responses into final summary reports.
3. Researches and addresses entity responses to audit findings for evaluation of validity and inclusion in the final summary report.
4. Provides follows up to ensure action plan deadlines are met and to provide assistance.

**4. Works with entity procurement officials to continually improve processes and increase procurement program efficiencies.**

1. Uses knowledge of laws, rules and regulations to answer questions and makes entity-specific recommendations for process improvement.
2. Identifies and analyzes trends shown through reviews or study of program metrics.
3. Assists in the development and updating of best practices which are designed to increase procurement efficiency and customer service performance statewide.
4. Assists with statewide implementation of process improvement enhancements.
5. Provides training of process improvement initiatives to state entities.

**5. Performs investigations of improprieties or issues with existing procurement functions on an as-needed or as-requested basis.**

1. Performs special investigations in instances where there are documented concerns to an existing procurement practice or related process.
2. Conducts emergency or time-sensitive investigations to gather file information, procurement records, and related data.
3. Reports results to management for determination of plan of action.
4. Follows-up with on-site visit to ensure any violations are corrected and that best practices are restored.

**6. Provides individual consultation, technical assistance, and/or training to customers statewide in order to improve procurement efficiencies and explain best practices.**

1. Provides hands-on training of automation and technical applications.
2. Develops rapport with entity procurement officials and provides procurement expertise to assist in meeting regulatory and compliance requirements.
3. Demonstrates a thorough and up-to-date knowledge of purchasing standards, laws, and regulations.

**7. Maintains knowledge of current trends and developments in the procurement field and applies relevant knowledge to individual responsibilities.**

1. Participates in professional continuing educational programs to achieve and maintain professional certification.
2. Attends meetings of applicable professional organizations.
3. Identifies, evaluates, and adopts best practices on a continual basis.
4. Incorporates broad knowledge of pertinent new trends and developments into individual work and makes recommendations to management for any related changes to policies or procedures.

## **Competencies:**

### **1. Career Specific Expertise (level 3)**

- **Proficient knowledge.**

- Has proficient knowledge and abilities required for the job.
- Independently applies skills in completing job tasks.
- Stays current on new information that applies to job.
- Demonstrates a depth of knowledge within a specific area.

### **2. Goal and Task Management (level 3)**

- **Tackles challenging tasks.**

- Prioritizes tasks with respect to importance and time available.
- Realistically estimates time to complete projects.
- Categorizes or sequences tasks to increase efficiency.
- Takes steps to improve methods or procedures in order to increase productivity.

### **3. Collects and Organizes Information (level 4)**

- **Uses multiple systems to gather information.**

- Uses various processes to organize and evaluate data for relevance.
- Maintains sophisticated filing or storage systems.
- Creates systems to share relevant information with others.

### **4. Reasoning (level 3)**

- **Breaks down complex information**

- Solves problems by sorting and classifying items into their component parts.
- Understands relationships among numerous pieces of information.
- Thinks through problems and imagines consequences and outcomes before developing a solution or taking action.
- Recognizes sequences of casual events.

### **5. Written Communication (level 3)**

- **Effectively communicates ideas and facts.**

- Adjusts content and style of written documents according to the subject matter and audience.
- Writes clear and concise material.

### **6. Teamwork (level 4)**

- **Facilitates collaboration.**

- Identifies needs and provides assistance to team members.
- Forms positive relationships with team members.
- Unselfishly gives credit to others for accomplishments.
- Uncovers issues that block team effectiveness.

### **7. Integrity/Honesty (level 4)**

- **Chooses ethical course in the face of pressure.**

- Can be trusted to hold high-level clearance.

- Understands importance of maintaining confidentiality.

**Minimum Qualifications:**

Completion of a Master's degree from an accredited college or university

AND

Two years of procurement experience which included buying, contract management, or procurement compliance audits

OR

Completion of a four-year degree from an accredited college or university

AND

Four years of procurement experience which included buying, contract management, or procurement compliance audits

OR

Eight years of procurement experience which included buying, contract management, or procurement compliance audits

OR

Two years of experience as an Audit Data Analyst.

**Preferred Qualifications:**

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Master's degree in Business Administration or Public Administration
- Bachelor's degree in Business Administration, Purchasing, Accounting, or a related field
- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM)
- Prior State of Georgia procurement experience (e.g. drafting, reviewing, or managing complex procurements for the State of Georgia)
- Experience conducting procurement compliance audits

- Experience using auditing software (e.g. AutoAudit for Windows, SNAP! Reporter)
- Experience using PeopleSoft Financials 8.8